



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

CONTRACT NUMBER: GS-10F-0299U

CONTRACT PERIOD: 07/22/2018 – 07/21/2023

Multiple Award Schedule – Professional Services- Business Administrative Services

Special Item Number (SIN)- 541611

CONTRACTOR: BCT Partners, LLC
105 Lock Street, Suite 311
Newark, NJ 07103
Tel: (973) 622-0900
Web: <http://www.bctpartners.com>

CONTRACT ADMINSTRATOR: Randal Pinkett
Managing Partner
105 Lock Street, Suite 311
Newark, NJ 07103
Tel: (973) 622-0900
Gsa-pss@bctpartners.com

BUSINESS SIZE: Small Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedules

Customer Information

- 1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):** *541611- Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services. OLM- Order Level Materials*
- 1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN:** *See Appendix A*
- 1c. **HOURLY RATES (Services only):** *See Appendix A*
2. **MAXIMUM ORDER THRESHOLD:** *\$1,000,000*
3. **MINIMUM ORDER THRESHOLD:** *\$100.00*
4. **GEOGRAPHIC COVERAGE:** *48 Contiguous States*
5. **POINT(S) OF PRODUCTION:** *105 Lock Street, Suite 311
Newark, NJ 07103*
6. **DISCOUNT FROM BEST MARKET RATE:** *GSA Net Prices can be found in Pricing Matrixes (below). Negotiated discounts have been applied and the Industrial Funding Fee has been added.*
7. **QUANTITY DISCOUNT(S):** *None*
8. **PROMPT PAYMENT TERMS:** *Net 30*
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **FOREIGN ITEMS:** *None*
- 10a. **TIME OF DELIVERY:** *As determined by BCT Partners and ordering agency.*
- 10b. **EXPEDITED DELIVERY:** *N/A*
- 10c. **OVERNIGHT AND 2-DAY DELIVERY:** *N/A*
- 10d. **URGENT REQUIRMENTS:** *N/A*
11. **FOB POINT:** *Destination*
- 12a. **ORDERING ADDRESS:** *BCT Partners, LLC
ATTN: Randal Pinkett
105 Lock St., Suite 311
Newark, NJ 07103*
- 12b. **ORDERING PROCEDURES:** *The ordering activity shall provide a statement of work for requirements covered by the BPA. All orders shall specify a price for the performance of the tasks identified in the statement of work.*
13. **PAYMENT ADDRESS:** *BCT Partners, LLC
ATTN: Randal Pinkett
105 Lock St., Suite 311*

14. **WARRANTY PROVISION:** *90 Days*
15. **EXPORT PACKING CHARGES:** *None*
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *Not Applicable*
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** *Not Applicable*
- 18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** *Not Applicable*
- 18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** *Not Applicable*
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** *Not Applicable*
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** *Not Applicable*
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** *Not Applicable*
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not Applicable*
- 22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *Compliant.*
The EIT standards can be found at: www.Section508.gov/.
23. **DUNS NUMBER:** **06-142-3377**
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** *BCT Partners is registered in SAM.*

Appendix A – Price List

SIN	Category Name/Title	Description	Hourly Rate
541611	Project Executive	Leads and organizes company resources to accomplish management, organizational and business objectives. Provides high-level strategic guidance on budgetary and contractual matters.	\$185.10
541611	Project Director	Provides team leadership and project management for cross-functional teams, including, but not limited to, directors, research associates, program associates, information specialists and meeting coordinators. Ensures contractual compliance and project performance. Manages relationships with several clients simultaneously.	\$162.85
541611	Project Manager	Provides overall project oversight, including scheduling, logistics, project planning, resource allocation and human and financial resource management. Must be able to provide direction to staff, interface with clients and efficiently execute complex problems to ensure project deliverables are completed successfully.	\$133.59
541611	Project Supervisor	Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks within a designated area of the project. Reviews documents and deliverables for quality assurance.	\$116.79
541611	Team Leader III	Director and supervisor of project and program teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$87.57
541611	Team Leader II	Director and supervisor of technical assistance and training teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work	\$69.16
541611	Team Leader I	Director and supervisor of communication and outreach efforts; coordinates team efforts and resource allocation. Liaison between team	\$49.59

SIN	Category Name/Title	Description	Hourly Rate
		members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	
541611	Management Consultant	Provides leadership and liaison between separate discipline teams, senior management or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, or key contracts. Oversees the work of staff, which includes management and senior level professionals.	\$133.47
541611	Management Analyst II	Conducts logical examination of management structure, systems and problems. Based on a thorough analysis of a system, then plans, develops and administers policies covering several broad functional areas or key contracts in order to improve functionality and efficiency.	\$101.19
541611	Management Analyst I	Assists in developing plans and policies covering several broad functional areas or key contracts. Conducts interviews to retrieve essential information that will guide in the development of improved policies.	\$83.07
541611	Subject Matter Specialist IV	Provides expert consultative support to functional technical areas of a project. Able to conduct quantitative and qualitative research, write white papers, and provide testimony on specific topics.	\$258.72
541611	Subject Matter Specialist III	Develops solutions to complex problems. Assist in research, writing and preparation of information to support project and/or provide technical assistance to clients.	\$184.78
541611	Subject Matter Specialist II	Possesses requisite knowledge and expertise for particular tasks. Is available to write, speak or report on specific topics in order to build the credibility of a project, theory or policy	\$142.41
541611	Subject Matter Specialist I	Provide recommendations for the improvement of services. Researches and provides supportive documentation for documents or presentations or specific topics.	\$105.47
541611	Technical Assistance Coordinator III	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for complex technical projects. Understands clients' needs and develops resources to address those needs. Develop new	\$120.00

SIN	Category Name/Title	Description	Hourly Rate
		relationships with TA providers in order to maintain a relevant pool of resources	
541611	Technical Assistance Coordinator II	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for moderately complex technical projects. Understands clients' needs and develops resources to address those needs. Supports the development of relationships with TA providers.	\$92.00
541611	Technical Assistance Coordinator I	Coordinates the provision of technical assistance and training activities with clients, including both on-site and remote assistance. Maintains a database of relevant TA providers who can be assigned to particular projects	\$84.31
541611	Technical Writer/Editor III	Provides supervisory guidance related to the creation and editing of specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision for the document and instruct team members appropriately.	\$108.67
541611	Technical Writer/Editor II	Capable of creating and editing specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision and purpose of the document and construct user-friendly content.	\$89.78
541611	Technical Writer/Editor I	Performs various writing and editing tasks in support of the creation of specific subject matter documents or manuals.	\$60.11
541611	Administrative Support II	Experience in support of a program area. Knowledge and skill in word processing, database processing, meeting coordination, and document development. Able to assist in proposal preparation.	\$49.07
541611	Administrative Support I	Provide general office and operational support to all business functions, including answering telephones, filing, copying, errands, and data entry.	\$38.00
541611	Program Associate II	Senior-level and experienced program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to take the initiative in a variety of program areas with using education and	\$67.08

SIN	Category Name/Title	Description	Hourly Rate
		experience in the areas of community development, organizational development, or strategic planning.	
541611	Program Associate I	Junior-level program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to support a variety of program areas with a general knowledge of community development, organizational development, or strategic planning.	\$58.49
541611	Program Assistant	Performs administrative support duties to program, project and research staff. Excellent secretarial and administrative skills, including accurate typing and proficiency with Microsoft Office 2000 suite.	\$36.72
541611	Grants Support Specialist I	Junior- level grants support professional with strong skills in areas such as grants administration, fiscal review and analysis, and regulatory compliance. Able to provide support to a variety of areas within the grants management lifecycle and posses general accounting knowledge.	\$69.62

541611	Grants Support Specialist II	Senior- level grants support professional with a proven track record of performing in areas such as grants administration, fiscal review and analysis, and regulatory compliance. Able to lead a variety of areas within the grants management lifecycle including activities requiring subject matter expertise (e.g. audit finding and resolution) and posses strong accounting knowledge.	\$93.64
541611	Program Support Specialist I	Junior-level program support professional with strong skills in areas such as program administration, oversight, compliance, task and process management, and reporting. Able to provide support to a variety of areas within the program management lifecycle and posses general knowledge of social programs.	\$70.54
541611	Program Support Specialist II	Senior-level program support professional with strong skills in areas such as program administration, oversight, compliance, task and process management, and reporting. Able to lead to a variety of areas within the program management lifecycle	\$84.66

		including activities requiring experience or subject matter expertise in social programs.	
541611	Program Analyst	Support professional that combines a strong understanding of programs with an ability to analyze policies, procedures and/or performance to offer recommendations for improvement. Posses skills in areas such as program support, data and records collection and management, data analysis, and administration. Is able to provide support in a variety of program areas.	\$62.82
541611	Information Management Support Specialist	Support professional with strong organizational, analytical and technical skills in areas such as information technology application and systems management, data and records management and analysis, and communications support. Is able to support a variety of areas, including but not limited to programs, projects, operations and management.	\$68.26
541611	Executive Administrator	Administrative professional who provides general office and operational support to all functions, including but not limited to managing meeting logistics, documents management, scheduling, calendar management, travel arrangements, information sharing, reporting, correspondence and presentation development. Is able to support a variety of areas.	\$63.73
541611	Records Specialist	Administrative professional who provides records maintenance and administrative support, including but not limited to general administrative duties, physical and electronic record updates, tracking and maintenance, meeting logistics, data entry, correspondence, report preparations, meeting minutes. Is able to support a variety of areas.	\$58.39

SCLS Statement

The Service Contract Labor Standards is applicable to this contract as it applies to the entire Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

